



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Jul 2014

IN REPLY REFER TO

BUMEDNOTE 6320

BUMED-M9

2 Aug 2013

BUMED NOTICE 6320

From: Chief, Bureau of Medicine and Surgery

Subj: STANDARDIZATION OF FORMS FOR THE NAVY AND MARINE CORPS
RESERVE PSYCHOLOGICAL HEALTH OUTREACH PROGRAM

Ref: (a) Department of Defense Task Force on Mental Health (2007), An Achievable Vision: Report of the Department of Defense Task Force on Mental Health, July 2007
(b) DoDINST 6490.09 of 27 Feb 2012
(c) OPNAVINST 1754.6
(d) CNO Guidance for 2009 Executing our Maritime Strategy, Nov 2008
(e) 2006 Department of Defense Survey of Health Related Behaviors Among the Guard and Reserve Force

1. Purpose. To establish standard forms for use by all licensed mental health professionals assigned to Navy and Marine Corps Reserve Psychological Health Outreach Program (P-HOP) teams serving throughout the United States (U.S.) and its territories. References (a) through (e) provide supporting data and amplifying information. Reference (a) is available at: <http://www.health.mil/dhb/mhtf/MHTF-Report-Final.pdf>.

2. Cancellation. BUMEDNOTE 6320 of 15 Jul 2013.

3. Applicability and Scope. This note applies to all Reserve Psychological Health Outreach Program activities located in Navy Reserve Component Commands and Marine Force Reserve Commands within the U.S. and its territories.

4. Background. Reference (a) reported the need for Psychological Health support of the Reserves. Reference (b) required the military Services to support the Psychological Health of Reservists and their families. The Bureau of Medicine and Surgery (BUMED) stood up the Reserve P-HOP as a safety net for Reservists and their families, first with the Navy Reserve in 2008, and then with the Marine Forces Reserve in 2009. Draft guidance and forms were provided by the BUMED Director of Psychological Health for Navy and Marine Corps Reserves in a draft manual when the program was begun. The program continues to operate with P-HOP teams using forms from the draft manual which were never formalized and approved and local adaptations and additions have occurred. The current BUMED Program Manager of Reserve Psychological Health Programs has reviewed and revised the original format, with input from the P-HOP teams; these revised forms need to be field tested to ensure they support the program. This notice provides the authorization for the revised forms to be field tested before they are mandated for use as part of an authorized BUMED Manual containing guidance for the program.

5. Action

a. Effective immediately, P-HOP teams shall discontinue use and destroy any other forms used previously for the Navy and Marine Corps Reserve P-HOP. A phase-in period of 2 months from the date of this note is allowed to enable teams to complete cases already started; all new cases shall utilize the below listed forms.

b. The following forms shall be utilized by the Navy and Marine Forces Reserve P-HOP teams:

(1) NAVMED 6320/32 TEST (04-2013), Navy Operational Support Center/Marine Forces Reserve Home Training Center Folder Cover Sheet.

(2) NAVMED 6320/34 TEST (04-2013), Navy Reserve and Marine Forces Reserve Psychological Health Outreach Program Client Contact.

(3) NAVMED 6320/35 TEST (04-2013), Navy Reserve and Marine Forces Reserve Psychological Health Outreach Program Intake.

(4) NAVMED 6320/36 TEST (04-2013), Navy Reserve and Marine Forces Reserve Psychological Health Outreach Program Destroyed Closed Case Log.

(5) NAVMED 6320/37 TEST (04-2013), Navy Reserve and Marine Forces Reserve Psychological Health Outreach Program Agreement to Participate.

(6) NAVMED 6320/38 TEST (04-2013), Navy Reserve and Marine Forces Reserve Psychological Health Outreach Program Client Contact Log.

(7) NAVMED 6320/39 TEST (04-2013), Navy Reserve and Marine Forces Reserve Psychological Health Outreach Program Discharge Summary.

(8) NAVMED 6320/41 TEST (07-2013), Navy and Marine Corps Reserve Psychological Health Outreach Program Quality Assurance Client Folder Review Checklist.

6. Point of Contact. Mr. Paul Finch, BUMED Program Manager, Reserve Psychological Health Programs at (703) 681-9093, DSN 761-9093, or e-mail at Paul.Finch@med.navy.mil.

7. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of Jan 2012.

8. Forms. The forms listed in paragraph 3b above are available electronically at:
<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx> and on Naval Forms OnLine
at: <https://navalforms.documentservices.dla.mil/>.



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